



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCICOMO 5216.1

G-1

OCT 21 2011

MARINE CORPS INSTALLATIONS COMMAND ORDER 5605.1

From: Commander
To: Distribution List

Subj: AUTHORITY TO SIGN CORRESPONDENCE USING FACSIMILE STAMP OR
"BY DIRECTION"

Ref: (a) SECNAVINST 5216.5D CH-2
(b) SECNAVINST 5212.5D
(c) MCO 5215.1K
(d) MARCORMAN

Encl: (1) Listing of Billet Assignments with "By direction"
Authority

1. Situation. To promulgate information and instructions concerning the signing of official correspondence.
2. Mission. To provide appropriate guidelines and delegate authority to Marine Corps Installations Command (MCICOM) Staff personnel who hold primary billets. The enclosure lists those primary billets with authorization to sign "By direction" for the Commander, MCICOM.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To delegate and expressly limit signature authority to MCICOM Staff personnel.

(2) Concept of Operations. Personnel assigned in billets listed in enclosure (1) are guided in the performance of their duties by references (a) through (d). Those billet holders are also reminded that their signatures constitute the complete concurrence of the Commander; therefore, the finest judgment must be made in each case. All correspondence should accurately reflect the dignity, style, tone, and intentions of the Commander, MCICOM, in addition to only matters under their cognizance.

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b. Coordinating Instructions

(1) The following guidance is applicable:

(a) Any documents which deny requests for support must be staffed to the Commander, Deputy or the Chief of Staff prior to signature via the Special Staff Office.

(b) All official correspondence prepared by the staff sections will be from the "Commander" and will be prepared in accordance with reference (a) using the appropriate originator code listed in the enclosure.

(c) Each individual with "By direction" authority will forward a copy of each document signed "By direction" to the Special Staff and the G-1. The G-1 is responsible for ensuring these files are maintained in accordance with reference (b).

(d) This authorization is effective until your detachment or change of duties.

(2) The following correspondence will normally be prepared for the Commander's signature. Personnel assigned in billets listed in the enclosure are not authorized to sign "By direction" on correspondence listed below.

(a) Matters of policy or change to established policy.

(b) Personal awards, decorations, expressions of appreciation or commendation, and promotion warrants.

(c) Replies to correspondence signed by flag/general officers in the chain of command.

(d) Correspondence that contains any degree of censure to subordinate units.

(e) Correspondence directly taking a position contrary to that of higher headquarters.

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(f) Endorsements that are at a variance with endorsements of subordinate units.

(g) Recommendations that concern the administrative separation of personnel, records of Special Courts-Martial, Summary Courts-Martial, and investigations.

4. Administration and Logistics. Each section with "By direction" authority will retain a copy of each document signed "By direction." The section is responsible for ensuring these files are maintained in accordance with reference (b).

5. Command and Signal.

a. Command. This order is applicable to all commands that fall under MCICOM.

b. Signal. This order is effective the date signed.


J. A. KESSLER

DISTRIBUTION: B

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LISTING OF BILLET ASSIGNMENTS WITH "BY DIRECTION" AUTHORITY

SECTION	ORIGINATOR S' CODE
Chief of Staff	C/S
Inspector General	IG
Staff Judge Advocate	SJA
Director, Personnel	G-1
Deputy Director, Personnel	G-1
Director, Operations/Plans/Assessments	G-3/5/7
Deputy Director, Operations/Plans/Assessments	G-3/5/7
Director, Logistics	G-4
Deputy Director, Logistics	G-4
Director, Information Systems	G-6
Deputy Director, Information Systems	G-6
Director, Resources	G-8
Deputy Director, Resources	G-8
Director, Facilities	G-F
Deputy Directors, Facilities	G-F

ENCLOSURE (1)